



H E L P D O C U M E N T A T I O N

FastLane Help System

Letters of Intent

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Letters of Intent

Letters of Intent Introduction

A Letter of Intent provides NSF with a snapshot and concise summary of the goals of a forthcoming proposal, in response to an NSF solicitation.

The term "program solicitation" refers to formal NSF publications that encourage the submission of proposals in specific program areas of interest to NSF. Program solicitations normally apply for a limited period of time.

Program solicitations vary in their requirements for a Letter of Intent (see [What Is the Letter of Intent Form?](#))

You can create more than one Letter of Intent for a single program solicitation. However, a warning message displays that a Letter of Intent has already been submitted for that solicitation.

Roles

The PI can do the following:

- Create a Letter of Intent for any available solicitation
- Submit directly to the NSF Letters of Intent for certain types of solicitations
- Forward a Letter of Intent to the SPO for those types of solicitations that require SPO approval

The Sponsored Project Office (SPO) can do the following:

- Create a Letter of Intent for certain types of solicitations
- View all Letters of Intent created by PIs in their organization, including those the PI directly submitted to NSF
- Edit Letters of Intent forwarded by the PI
- Submit a Letter of Intent
- Return a Letter of Intent to a PI

To work on Letters of Intent, see one of the following for instructions:

- Create a Letter of Intent Introduction
- Work on Saved and Submitted Letters of Intent

Create a New Letter of Intent

Create a Letter of Intent Introduction

The process of creating a Letter of Intent involves has four steps:

1. **Access the Letters of Intent** screen on the **Create New LOI from Solicitation** tab.
See Access the Letters of Intent Screen as a PI or Access the Letters of Intent Screen as an SPO for instructions.
2. Find the solicitation that you want to prepare a Letter of Intent in response to.
See Step 2 Find a Solicitation.
3. Access and complete the Letter of Intent form.
See What Is the Letter of Intent Form? and Complete the Letter of Intent Form for instructions.
4. Process the Letter of Intent.
See one of the following for instructions:
 - Save a New Letter of Intent
 - Forward a New Letter of Intent to the SPO
 - Submit a New Letter of Intent

Step 1 Access the Letters of Intent Screen

Step 1 Access the Letters of Intent Screen

Access the **Letters of Intent** screen by role:

- As a PI
- As an SPO

Access the Letters of Intent Screen as a PI

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Status, and Awards (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

3. Click **Letters of Intent** (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 3) with a listing of the available solicitations. You have these options on this screen:

- View all program solicitations
- Search for solicitations
- View a program solicitation
- Complete the Letter of Intent Form

Letters of Intent | 34534 | **Organization: National Science Foundation**

[Create New LOI from Program Solicitation](#) | [Edit/View LOI](#)

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy)
 Program Solicitation Title: From: To:
 NSF Organization:

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

4 Program Solicitations found, displaying 1 to 6

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-610	Research in Disabilities Education (RDE)	03/07/2005	Directorate for Education & Human Resources	Create
NSF 04-576	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	09/10/2004	Division of Engineering Education and Centers	Create
NSF 04-507	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Bioengineering & Environmental Systems	Create
NSF 04-603	Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)	09/30/2004	Division of Human Resource Development	Create
NSF 05-503	Centers for Ocean Science Education Excellence (COSEE)	11/04/2004	Division of Ocean Sciences	Create
NSF 04-579	Informal Science Education (ISE)	11/05/2004	Directorate for Education & Human Resources	Create

Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab.

See Step 2 Find a Solicitation.

Access the Letters of Intent Screen as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Letters of Intent link is circled.

2. Click **Letters of Intent** (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2).

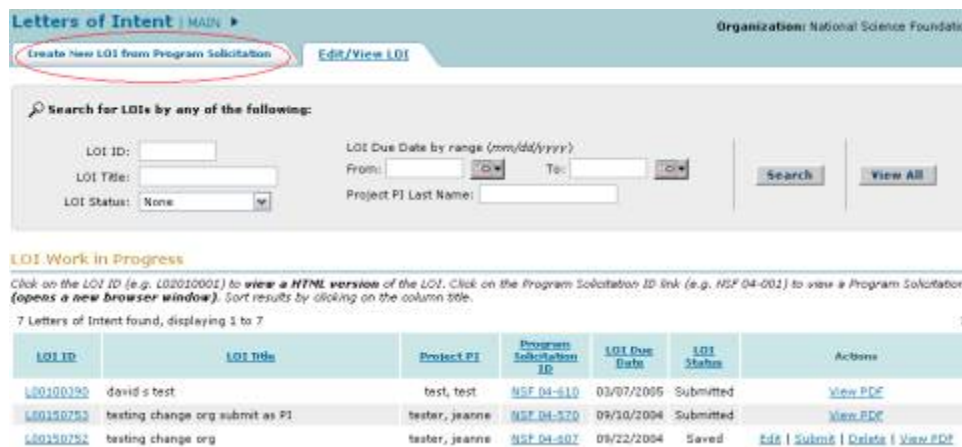


Figure 2 Letters of Intent screen on the Edit/View LOI tab. The Create New LOI from Program Solicitation tab is circled.

3. Click the **Create New LOI from Program Solicitation** tab (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Program**

Solicitation tab (Figure 3) with a listing of available solicitations. You have these options:

- [View all program solicitations](#)
- [Search for solicitations](#)
- [View a program solicitation](#)
- Complete the [Letter of Intent Form](#)

Letters of Intent | MAIN Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) [Edit/View LOI](#)

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy)
 Program Solicitation Title: From: To:
 NSF Organization: [Search](#) [View All](#)

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g. NSF 04-501) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

4 Program Solicitations found, displaying 1 to 6

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-510	Research in Disabilities Education (RDE)	03/07/2005	Directorate for Education & Human Resources	Create
NSF 04-570	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	09/30/2004	Division of Engineering Education and Centers	Create
NSF 04-567	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Biengineering & Environmental Systems	Create

Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab.

See Step 2 Find a Solicitation.

Step 2 Find a Solicitation

Step 2 Find a Solicitation

There are three ways to find a solicitation:

- View all solicitations
- Search for a solicitation
- View a solicitation

View All Program Solicitations

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see [Access the Letters of Intent Screen as PI](#) or [Access the Letters of Intent Screen as an SPO](#)).

The screenshot shows the 'Letters of Intent' interface for the 'Create New LOI from Program Solicitation' tab. It includes search filters for Program Solicitation ID, Title, NSF Organization, and LOI Due Date by range. A 'View All' button is circled in red.

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The View All button is circled.

2. Click the **View All** button (Figure 1). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab, with all program solicitations listed in the **Available Program Solicitations** section (Figure 2). You have these options:
 - [View a program solicitation](#)
 - Complete the Letter of Intent form

The screenshot shows the 'Letters of Intent' interface with the 'Available Program Solicitations' section. It displays a table of program solicitations with columns for ID, Title, LOI Due Date, NSF Organization, and LOI Action.

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-110	Research in Disabilities Education (ROE)	03/07/2005	Directorate for Education & Human Resources	Create
NSF 04-170	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	09/30/2004	Division of Engineering Education and Centers	Create
NSF 04-102	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Biengineering & Environmental Systems	Create
NSF 04-103	Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)	09/30/2004	Division of Human Resource Development	Create
NSF 05-103	Centers for Ocean Science Education Excellence (COSEE)	11/04/2004	Division of Ocean Sciences	Create
NSF 04-179	Informal Science Education (ISE)	11/05/2004	Directorate for Education & Human Resources	Create

Figure 2 Letters of Intent screen on the Create New LOI from Program Solicitation tab. All the available solicitations are listed.

See also:

- Search for Solicitations
- View a Program Solicitation
- Step 3 Complete the Letter of Intent

Search for Solicitations

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see [Access the Letters of Intent Screen as PI](#) or [Access the Letters of Intent Screen as an SPO](#)).

The screenshot shows the 'Letters of Intent' interface for the National Science Foundation. It features a search section titled 'Search for Program Solicitations by any of the following:'. This section includes input fields for 'Program Solicitation ID' (containing 'NSF 04-607'), 'Program Solicitation Title', 'NSF Organization', and 'LOI Due Date by range (mm/dd/yyyy)' with 'From' and 'To' sub-fields. A 'Search' button is circled in red, and a 'View All' button is also present.

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Search button is circled.

2. In the **Search for Program Solicitations** section (Figure 1), you can search for solicitations by any one or a combination of the following:
 - **Program Solicitation ID**
In the **Program Solicitation ID** box (Figure 1), type the Program Solicitation ID.
 - **Program Solicitation Title**
In the **Program Solicitation Title** box (Figure 1), type the Program Solicitation title.
 - **NSF Organization**
In the **NSF Organization** box (Figure 1), type the name of the NSF organization. See http://www.nsf.gov/funding/research_edu_community.jsp for a listing of NSF organizations.
 - **Letter of Intent Due Date Range**
In the **From** box (Figure 1), type the start date for the date range.
In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 2) with the results of your search listed in the **Available Program Solicitations** section.

The screenshot shows the same 'Letters of Intent' interface, but now displaying search results under the 'Available Program Solicitations' section. A message states: 'Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g., NSF 04-601) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.' Below this, it says '1 Program Solicitation found.' and displays a table with one row of results.

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-607	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Biotechnology & Environmental Systems	Create

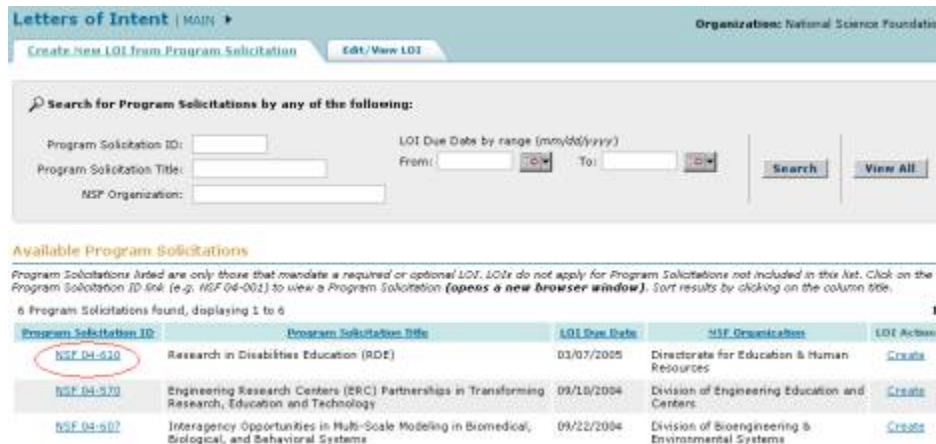
Figure 2 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The search results are listed in the Available Program Solicitations section.

See also:

- View All Program Solicitations
- View a Program Solicitation
- Step 3 Complete the Letter of Intent

View a Program Solicitation

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see [Access the Letters of Intent Screen as PI](#) or [Access the Letters of Intent Screen as an SPO](#)).



Letters of Intent | MAIN

Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy)
 From: To: Search View All

Program Solicitation Title:
 NSF Organization:

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g. [NSF 04-001](#)) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

6 Program Solicitations found, displaying 1 to 6

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-010	Research in Disabilities Education (RDE)	03/07/2005	Directorate for Education & Human Resources	Create
NSF 04-070	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	09/10/2004	Division of Engineering Education and Centers	Create
NSF 04-007	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Bioengineering & Environmental Systems	Create

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Program Solicitation ID is circled for a solicitation.

2. In the **Available Program Solicitation** section, click the Program Solicitation ID (Figure 1) on the row of the Program Solicitation you want to view. The link for the solicitation displays in a new window (Figure 2).

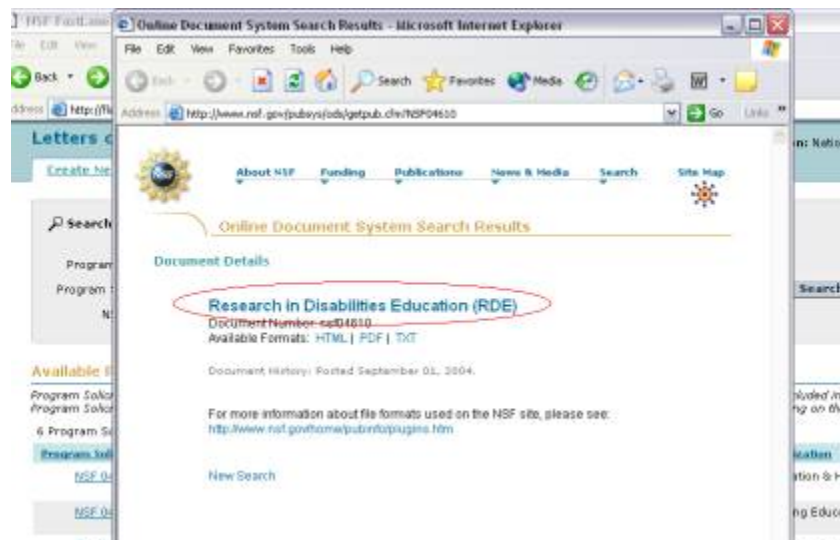


Figure 2 Program Solicitation link (circled) in a new window

3. In the new window, click the title of the solicitation (Figure 2). The solicitation displays in PDF format (Figure 3). You can also click on the link for the HTML or the text version to view the solicitation in either of those formats.



Figure 3 Text of the solicitation in the new window.

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen.

See also:

- View All Program Solicitations
- Search for Solicitations
- Step 3 Complete the Letter of Intent

Step 3 Complete Letter of Intent Form

Step 3 Complete the Letter of Intent Form

See What is the Letter of Intent Form? for an overview of the required information for the form.

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see Access the Letters of Intent Screen as PI or Access the Letters of Intent Screen as an SPO).

Letters of Intent | MAIN ▶

Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy) From: To:

Program Solicitation Title:

NSF Organization:

Search View All

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g. NSF 04-002) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Program Solicitations found, displaying 1 to 3

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-002	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/10/2004	Division of Undergraduate Education	Create
NSF 05-529	Evaluative Research and Evaluation Capacity Building (EREC) And Research on Learning and Education (ROLE)	01/14/2005	Division of Research, Evaluation and Communication	Create
NSF 05-527	George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)	02/01/2005	Division of Civil and Mechanical Systems	Create

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Create link is circled.

2. Determine which solicitation you want to create a Letter of Intent for (see Search for Solicitations, [View All Program Solicitations](#), and [View a Program Solicitation](#)).
3. In the **Available Program Solicitations** section of the **Letters of Intent** screen on the **Create New LOI from Program Solicitations** tab (Figure 1), click **Create** on the row for the solicitation that you want to create a Letter of Intent for. The **Create New LOI** screen displays (Figure 2).

Create New LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 03/10/2004
 Program Solicitation ID: [NSF-04-507](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: N/A

* Project Title:

* Synopsis: (max 2,500 chars)

Organizational Attribute: Please select...

NAME OF OUTREACH PARTNER INSTITUTIONS: (max 255 chars)

TITLES OF RESEARCH THIRTS: (max 255 chars)

EMAIL ADDRESS OF THE PI: (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan
 Middle Initial:
 Last Name: alphaman
 Telephone Number: 7032921000
 Email Address: alphaman@nist.gov
 Department: Division of Information Systems

☐ Use this (alternate) name as point of contact

* First Name:
 * Middle Initial:
 * Last Name:
 * Telephone Number:
 * Email Address:
 * Department:

Project PI:

* First Name:
 * Middle Initial:
 * Last Name:

* Organization Name:

Other Senior Project Personnel:

No Personnel found

Personal Name:

(Min of 0 required for this LOI, Max of 10)

Participating Organizations:

No Organizations found

Organization Name:

(Min of 0 required for this LOI, Max of 10)

Figure 2 Create LOI screen.

- In the **Project Information** section, in the **Project Title** box (Figure 2), type the Project Title of the Letter of Intent.
- In the **Synopsis** box (Figure 2), type or copy and paste a synopsis of the proposed project.
- From the **Organizational Attribute** drop-down list (Figure 2), choose the organizational attribute (optional).
- Type messages to any or all of the following (Figure 2):
 - NSF division, NIH Institute, NASA, or DOE for the primary assignment (optional)
 - NSF division, NIH Institute, NASA, or DOE for the second assignment (optional)
 - The Program Officer who has expressed interest in the project (optional)
- In the **Point of Contact for NSF Inquiries** section (Figure 2), click the radio button for either of the following:
 - Use this user as point of contact (individual's information is displayed already)
 - Use (alternate) name as point of contact
- If you use the alternate point of contact:

- In the **First Name** box (Figure 2), type the alternate's first name.
 - In the **Middle Initial** box (Figure 2), type the alternate's middle initial (optional).
 - In the **Last Name** box (Figure 2), type the alternate's last name.
 - In the **Telephone Number** box (Figure 2), type the alternate's telephone number.
 - In the **Email Address** box (Figure 2), type the alternate's email address.
10. In the **Project PI** section (Figure 2), type the following:
 - In the **First Name** box, type the PI's first name.
 - In the **Middle Initial** box, type the PI's middle initial (optional).
 - In the **Last Name** box, type the PI's last name.
 - In the **Organization** box, type the name of your organization.
 11. In the **Other Senior Project Personnel** section (Figure 2), *if you need to change information on Senior Personnel or add or delete Senior Personnel*, click the **Add/Edit Personnel** button. See [Add/Edit Personnel](#) for instructions.
 12. In the **Participating Organizations** section (Figure 2), *if you need to add or delete participating organizations*, click the **Add/Edit Organizations** button. See [Add/Edit Organizations](#) for instructions.
 13. After you have completed the Letter of Intent, you have these options:
 - [Save the Letter of Intent](#)
 - [Forward the Letter of Intent to the SPO](#) (PI only)
 - [Submit the Letter of Intent](#) (SPO for all Letters of Intent and PI for some types of Letters of Intent)

What Is the Letter of Intent Form?

Solicitations vary in their requirements for a Letter of Intent. FastLane displays only those information fields that are required for the solicitation you are creating the Letter of Intent for.

All Letters of Intent request this information:

- Title of the project
- Synopsis of the project
- Confirmation of the point of contact for NSF inquiries
- The name and relevant information of the project PI

The Letters of Intent form for some Solicitations may also display fields for any or all of the following:

- Comments other than the Synopsis (always optional)
- Answers to one to three questions that the Program Officer presents for that solicitation
- Selection of an organizational attribute for your organization
- Selection of Primary Division, Secondary Division, and Tertiary Division for cross-directorate/multi-disciplinary Letters of Intent
- Sending messages to the Program Officer
- Sending messages to relevant NSF divisions or other agencies for the primary and second assignment

The Letter of Intent form may also provide the opportunity to do the following:

- Add or edit the information for Senior Persons
- Add or edit the information for organizations

See Complete the Letter of Intent Form for instructions on how to work on the Letter of Intent form.

Add/Edit Personnel

1. Access the **Create New LOI** screen (Figure 1) (see Complete the Letter of Intent Form).

Create New LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: [NSF 04-507](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: N/A
 * Project Title:
 * Synopsis:
 (max 2,500 chars)

Organizational Attribute:

Write an NSF division, NIH institute, NASA or DOE for the primary assignment:
 (max 255 chars)

Write an NSF division, NIH institute, NASA or DOE for the secondary assignment:
 (max 255 chars)

Write the program officer who has expressed interest in the project:
 (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan * First Name:
Middle Initial: Middle Initial:
Last Name: alphaman * Last Name:
Telephone Number: 7032921000 * Telephone Number:
Email Address: alphaman@nsf.gov * Email Address:
Department: Division of Information Systems * Department:

Project PI:

* First Name: * Organization Name:
 Middle Initial:
 * Last Name:

Other Senior Project Personnel: **Participating Organizations:**

No Personnel found No Organizations found

Personnel Name	Organization Name
<input type="button" value="Add / Edit Personnel"/>	<input type="button" value="Add / Edit Organizations"/>

(Min of 0 required for this LOI, Max of 5) (Min of 0 required for this LOI, Max of 5)

Figure 1 Create LOI screen. The Add/Edit Personnel button is circled.

2. In the **Other Senior Project Personnel** section (Figure 1), click the **Add/Edit Personnel** button. The **Create LOI—Add/Edit Other Senior Project Personnel** screen displays (Figure 2).

3. In the **Other Senior Project Personnel** section (Figure 2), complete the following:
- In the **First Name** box, type the Senior Person's first name.
 - In the **Middle Initial** box, type the Senior Person's middle initial (optional).
 - In the **Last Name** box, type the Senior Person's last name.
 - In the **Organization Name** box, type the Senior Person's organization.
 - In the **Department** box, type the Senior Person's department.
 - In the **City** box, type the city of the Senior Person's organization.
 - In the **State** box, select the state of the organization from the drop-down list (required for United States only).
 - In the **Country** box, select the country of the organization from the drop-down list.

Create LOI - Add/Edit Other Senior Project Personnel

Required Fields are preceded by an asterisk ()*

Program Solicitation Information:

LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name: Jack
 Middle Initial: A
 * Last Name: Jackman
 * Organization Name: NSF
 * Department: BIO
 * City: McLean
 State: Virginia
 (State is required for US)
 * Country: United States

Add to List [Return to LOI Form](#)

(Min. of 0 required for this LOI, Max of 5)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above is lost if "Add to List" is pressed.

Personnel Name	Action
None Entered Yet	

Figure 2 Create LOI—Add/Edit Other Senior Project Personnel screen. The Add to List button is circled.

4. Click the **Add to List** button (Figure 2). The **Create the LOI—Add/Edit Other Senior Project Personnel** screen displays (Figure 3) again with the name of the added individual listed in the **Existing Personnel** section. You have two new options:
- Edit the Senior Person's information
 - Delete a Senior Person

Create LOI - Add/Edit Other Senior Project Personnel
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: L00150761
 Program Solicitation ID: NSF 04-507
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

[Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Personnel:
 If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.
 1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 3 Create LOI—Add/Edit Other Senior Project Personnel screen. The Edit link is circled.

Edit the Senior Person's Information

1. On the **Create LOI—Add/Edit Other Senior Project Personnel** screen (Figure 3), click **Edit**. The **Create LOI—Add/Edit Other Senior Project Personnel** screen displays (Figure 4) with the Senior Person's information.

Create LOI - Add/Edit Other Senior Project Personnel
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: L00150761
 Program Solicitation ID: NSF 04-507
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name: Jack
 Middle Initial: A
 * Last Name: Jackman
 * Organization Name: NSF
 * Department: BIO
 * City: Lynchburg
 State: Virginia
 (State is required for US)
 * Country: United States

(Min of 0 required for this LOI, Max of 5)

Existing Personnel:
 If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.
 1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 4 Create LOI—Add/Edit Other Senior Project Personnel screen. The Save Changes button is circled.

2. Edit the information as you require (see [Step 3, Add/Edit Personnel](#)).
3. Click the **Save Changes** button (Figure 4). The **Create LOI—Add/Edit Other Senior Project Personnel** screen displays again.

Delete the Senior Person

On the **Create LOI—Add/Edit Other Senior Project Personnel** screen (Figure 5), click **Delete** in the row for the Senior Person whose name you want to delete. The **Create LOI—Add/Edit Other Senior Project Personnel** screen displays (Figure 6) with the Senior Person's name no longer listed in the **Existing Personnel** section.

Create LOI - Add/Edit Other Senior Project Personnel

Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State:
 (State is required for US)
 * Country:
 [Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 5 Create LOI—Add/Edit Other Senior Project Personnel screen. The Delete link is circled.

Create LOI – Add/Edit Other Senior Project Personnel

Required fields are preceded by an asterisk ()*

Program Solicitation Information:

LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

(Min of 0 required for this LOI, Max of 5)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

Personnel Name	Action
None Entered Yet	

Figure 6 Create LOI—Add/Edit Other Senior Project Personnel screen with the Senior Person’s name no longer listed in the Existing Personnel section.

See Step 3 Complete the Letter of Intent Form.

Add/Edit Organizations

1. Access the **Create New LOI** screen (Figure 1) (see Complete the Letter of Intent Form).

Create New LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/30/2004
 Program Solicitation ID: [NSF-04-507](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: N/A
 * Project Title:
 * Synopsis:
 (max 2,500 chars)

Organizational Attribute:

NAME OF OUTREACH PARTNER INSTITUTIONS:
 (max 255 chars)

TITLES OF RESEARCH THURSTS:
 (max 255 chars)

EMAIL ADDRESS OF THE PI:
 (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan
 Middle Initial:
 Last Name: alphaman
 Telephone Number: 7032921000
 Email Address: alphaman@nsf.gov
 Department: Division of Information Systems

☐ Use this (alternate) name as point of contact

* First Name:
 Middle Initial:
 * Last Name:
 * Telephone Number:
 * Email Address:
 * Department:

Project PI:

* First Name:
 Middle Initial:
 * Last Name:

* Organization Name:

Other Senior Project Personnel:

No Personnel found

(Min of 0 required for this LOI, Max of 10)

Participating Organizations:

No Organizations found

(Min of 0 required for this LOI, Max of 4)

Figure 1 Create New LOI screen. The Add/Edit Organizations button is circled.

2. In the **Participating Organizations** section (Figure 1), click the **Add/Edit Organizations** button. The **Create LOI—Add/Edit Participating Organizations** screen displays (Figure 2).

Create LOI - Add/Edit Participating Organization
Required Fields are preceded by an asterisk ()*

Program Solicitation Information:
LOI ID: L00150761
Program Solicitation ID: NSF 04-607
Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:
[FastLane Organization Search](#)
*** Organization Name:**
 [Return to LOI Form](#)
(Min of 0 required for this LOI, Max of 5)

Existing Organizations:
If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will not be lost if "Delete" is pressed.

Organization Name	Action
None Entered Yet	

Figure 2 Create LOI—Add/Edit Participating Organizations screen. The FastLane Organization Search link is circled.

- Click **FastLane Organization Search** (Figure 2) to find the name of the participating organization as it is registered with FastLane. The **FastLane Organization Search** screen displays (Figure 3).

FastLane Organization Search
Required Fields are preceded by an asterisk ()*

*** Organization Name:**
(At least 3 letters)

☒ Begins with
☐ Ends with
☐ Contains

Figure 3 FastLane Organization Search screen. The Search Organization button is circled.

- In the **Organization Name** box (Figure 3), type at least three letters of the organization you are searching for.
- Click the radio button for one of the following search criteria (Figure 3):
 - Begins with** returns all organizations whose name begins with the text entered.
 - Ends with** returns all organizations whose name ends with the text entered.
 - Contains** returns all organizations whose name contains the text entered.
- Click the **Search Organization** button (Figure 3). The **FastLane Organization Search Result** screen displays (Figure 4) with a list of the organizations that meet your search criteria.

FastLane Organization Search Result
Required Fields are preceded by an asterisk (*)

5 organizations found

* Select One	Organization Name
<input type="radio"/>	Marquette Electronics Inc
<input type="radio"/>	Marquette Elementary School
<input type="radio"/>	Marquette General Hospital
<input checked="" type="radio"/>	Marquette University
<input type="radio"/>	Marquette-Alger Intermediate School District

Figure 4 FastLane Organization Search Result screen. The Select button is circled.

7. Click the radio button next to an organization name to select an organization (Figure 4).
8. Click the **Select** button (Figure 4). The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 5) with the name of the organization in the **Organization Name** box.

Create LOI - Add/Edit Participating Organization
Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00150761
Program Solicitation ID: NSF 04-507
Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:

[FastLane Organization Search](#)

* **Organization Name:**

[Return to LOI Form](#)

(Min of 0 required for this LOI, Max of 5)

Existing Organizations:

If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will in List" is pressed.

Organization Name	Action
None Entered Yet	

Figure 5 Create LOI—Add/Edit Participating Organization screen. The Add to List button is circled.

9. Click the **Add to List** button (Figure 5). The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 6) with the name of the organization listed in the **Existing Organizations** section. You now have the option to delete the organization.

Create LOI - Add/Edit Participating Organization
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:

[FastLane Organization Search](#)

* Organization Name:

[Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Organizations:

If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will not be lost if "Delete" is pressed.

1 Organization found

Organization Name	Action
Marquette University	Delete

Figure 6 Create LOI—Add/Edit Participating Organization screen. The Delete button is circled.

Delete an Organization

On the **Create LOI—Add/Edit Participating Organization** screen (Figure 6), in the **Existing Organizations** section, click **Delete** on the row of the organization you want to delete. The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 7) with the organization's name removed from the **Existing Organizations** section.

Create LOI - Add/Edit Participating Organization
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:

[FastLane Organization Search](#)

* Organization Name:

[Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Organizations:

If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will not be lost if "Delete" is pressed.

Organization Name	Action
None Entered Yet	

Figure 7 Create LOI—Add/Edit Participating Organization screen with the name of the organization no longer listed in the Existing Organizations section.

See Step 3 Complete the Letter of Intent Form.

Step 4 Process a New Letter of Intent

Step 4 Process a New Letter of Intent

There are three ways to process a newly created Letter of Intent:

- Save a new Letter of Intent
- Forward a new Letter of Intent to the SPO (PI only)
- Submit a Letter of Intent (SPO only)

Save a New Letter of Intent

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent form (see Complete the Letter of Intent Form).

Create New LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 03/07/2005
 Program Solicitation ID: [NSF 04-610](#)
 Program Solicitation Title: Research in Disabilities Education (RDE)

Project Information:

LOI ID: N/A
 * Project Title:
 * Synopsis: (max 2,500 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan * First Name:
 Middle Initial: Middle Initial:
 Last Name: alphaman * Last Name:
 Telephone Number: 7032921000 * Telephone Number:
 Email Address: aalphaman@nsf.gov * Email Address:

Project PI:

* First Name: * Organization Name:
 Middle Initial:
 * Last Name:

Figure 1 Create New LOI screen. The Save button is circled.

2. Click the **Save** button (Figure 1). The **Confirmation LOI Saved** screen displays (Figure 2) with the message that the Letter of Intent is now saved. The Letter of Intent is now listed in the **LOI Work in Progress** section of the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 3). To work on the Letter of Intent again, see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#).



Figure 2 Confirmation LOI Saved screen.

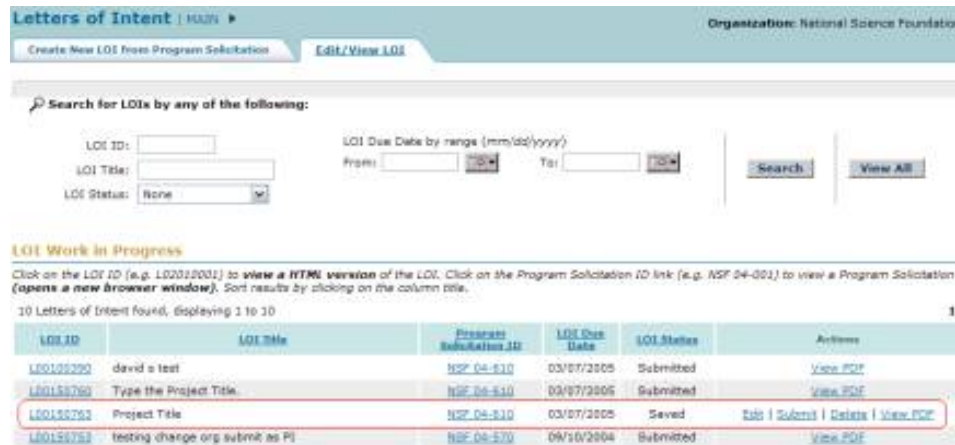


Figure 3 Letters of Intent screen on the Edit/View LOI tab. In the LOI Work in Progress section, the newly saved Letter of Intent is circled.

See also:

Forward a New Letter of Intent to the SPO

Submit a New Letter of Letter

Forward a New Letter of Intent to the SPO

Only the PI has the option to forward a Letter of Intent to the SPO.

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent form (see Complete the Letter of Intent Form).

Edit LOI
Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: [NSF 06-607](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00150761
 * Project Title:
 * Synopsis: (max 2,500 chars)

Organizational Attribute: Academic Institutions (colleges, universities) ▼

Write an NSF division, NIH institute, NASA or DOE for the primary assignment: (max 255 chars)
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment: (max 255 chars)
 Write the program officer who has expressed interest in the project: (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan * First Name:
Middle Initial: * Middle Initial:
Last Name: Alphaman * Last Name:
Telephone Number: 7032921000 * Telephone Number:
Email Address: aalphanan@nsf.gov * Email Address:
Department: Division of Information Systems * Department:

Project PI:

* First Name: * Organization Name:
 Middle Initial:
 * Last Name:

Other Senior Project Personnel: **Participating Organizations:**

1 Person found 1 Organization found

Personal Name	Organization Name
Jackman, Jack	Marquette University

(Min of 0 required for this LOI, Max of 5) (Min of 0 required for this LOI, Max of 5)

Figure 1 Create LOI screen. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 1). The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to forward the Letter of Intent to NSF.

Confirm LOI
Required Fields are preceded by an asterisk (*)

ARE YOU SURE?

Clicking "Forward to SPO" again will forward this LOI to your Sponsored Project Office (SPO).
Click "Cancel" to return to the previous screen.

Forward to SPO **Cancel**

Program Solicitation Information:

LOI Due Date: 09/22/2004
Program Solicitation ID: [NSF-04-527](#)
Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00150761
* Project Title: Type the Project Title here.
* Synopsis: Type the synopsis here.
(max 2,500 chars)

Organizational Attribute: Academic Institutions (colleges, universities)
Write an NSF division, NIH institute, NASA or DOE for the primary assignment (max 255 chars) Type here.
Write an NSF division, NIH institute, NASA or DOE for the secondary assignment (max 255 chars) Type here.
Write the program officer who has expressed interest in the project (max 255 chars) Type here.

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name:	Alan	* First Name:	
Middle Initial:		* Middle Initial:	
Last Name:	Alphaman	* Last Name:	
Telephone Number:	7032921000	* Telephone Number:	
Email Address:	aalphaman@nsf.gov	* Email Address:	
Department:	Division of Information Systems	* Department:	

Project PI:

* First Name:	Alan	* Organization Name:	NSF
Middle Initial:	A		
* Last Name:	Alphaman		

Other Senior Project Personnel:	Participating Organizations:				
1 Person found	1 Organization found				
<table> <thead> <tr> <th>Personnel Name</th> </tr> </thead> <tbody> <tr> <td>Jackman, Jack</td> </tr> </tbody> </table>	Personnel Name	Jackman, Jack	<table> <thead> <tr> <th>Organization Name</th> </tr> </thead> <tbody> <tr> <td>Marquette University</td> </tr> </tbody> </table>	Organization Name	Marquette University
Personnel Name					
Jackman, Jack					
Organization Name					
Marquette University					

Figure 2 Confirm LOI screen. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 2). The **Confirmation LOI Forwarded to SPO** screen displays (Figure 3) with the message that the Letter of Intent has been forwarded to the SPO.



Figure 3 Confirmation LOI Forwarded to SPO screen.

See also:

- Save a New Letter of Intent
- Submit a New Letter of Letter

Submit a New Letter of Intent

An SPO may submit any Letter of Intent.

A PI may directly submit Letters of Intent for certain types of solicitations. If a PI can submit a Letter of Intent, the **Submit to NSF** button displays, rather than the **Forward to SPO** button, on the **Create New LOI** screen.

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent form (see Complete the Letter of Intent Form).

Create New LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 03/07/2005
 Program Solicitation ID: [NSF 04-610](#)
 Program Solicitation Title: Research in Disabilities Education (RDE)

Project Information:

LOI ID: N/A
 * Project Title:
 * Synopsis: (max 2,500 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan * First Name:
 Middle Initial: Middle Initial:
 Last Name: alphaman * Last Name:
 Telephone Number: 7032921000 * Telephone Number:
 Email Address: aalphaman@nsf.gov * Email Address:

Project PI:

* First Name: * Organization Name:
 Middle Initial:
 * Last Name:

Figure 1 Create New LOI screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to submit the Letter of Intent to NSF.

Confirm LOI
Required Fields are preceded by an asterisk ()*

ARE YOU SURE?

Clicking "**Submit**" again will **submit this LOI to NSF**.
 Click "Cancel" to return to the previous screen.

Program Solicitation Information:

LOI Due Date: 03/07/2005
Program Solicitation ID: [NSF 04-610](#)
Program Solicitation Title: Research in Disabilities Education (RDE)

Project Information:

LOI ID: N/A
*** Project Title:** Type the Project Title.
*** Synopsis:** Type a synopsis of the project here.
 (max 2,500 chars)

Point of Contact for NSF Inquiries:

☒ *Use this user as point of contact*

First Name: Alan	* First Name:
Middle Initial:	Middle Initial:
Last Name: alphaman	* Last Name:
Telephone Number: 7032921000	* Telephone Number:
Email Address: aalphaman@nsf.gov	* Email Address:

Project PI:

* First Name: Jack	* Organization Name: NSF
Middle Initial: A	
* Last Name: Alphaman	

Figure 2 Confirm LOI screen. The Submit button is circled.

- Click the **Submit** button (Figure 2). The **Confirmation LOI Submitted to NSF** screen displays (Figure 3) with the message that the Letter of Intent has been submitted.

CONFIRMATION LOI SUBMITTED TO NSF
<p>Thu Nov 18 08:59:38 EST 2004</p> <p>Thank you, the Letter of Intent has been successfully submitted to NSF.</p> <p>LOI ID: L00150760 Program Solicitation ID: NSF 04-610</p>
<p>◀ Create New LOI from Program Solicitation List Page</p> <p>◀ Edit LOI List Page</p>

Figure 3 Confirmation LOI Submitted to NSF screen.

See also:

- Save a New Letter of Intent
- Forward a New Letter of Intent to the SPO

Work on Saved and Submitted Letters of Intent

Work on Saved and Submitted Letters of Intent

You have these options in working on saved and submitted Letters of Intent:

- Search for Letters of Intent
- View Letters of Intent
- View a Program Solicitation for a Letter of Intent
- Edit a Letter of Intent
- Forward a Letter of Intent to the SPO (PI only)
- Submit a Letter of Intent to NSF (SPO only)
- Return a Letter of Intent to the PI (SPO only)
- Delete a Letter of Intent

See Access Saved and Submitted Letters of Intent as a PI or Access Saved and Submitted Letters of Intent as an SPO to begin working.

Access Saved and Submitted Letters of Intent

Access Saved and Submitted Letters of Intent

Access saved and submitted Letters of Intent by role:

- As a PI
- As an SPO

Access Saved or Submitted Letters of Intent as a PI

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Status, and Awards (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

3. Click **Letters of Intent** (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Solicitation** tab (Figure 3).

Letters of Intent | MAIN

Organization: National Science Foundation

Create new LOI from Program Solicitation **Edit/View LOI**

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy): From: To:

Program Solicitation Title:

NSF Organization:

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

5 Program Solicitations found, displaying 1 to 5

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-510	Research in Disabilities Education (RDE)	03/07/2005	Directorate for Education & Human Resources	Create

Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Edit/View LOI tab is circled.

4. Click the **Edit/View LOI** tab (Figure 3). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 4). You have these options, depending upon the status of the Letter of Intent:
 - [Search for Letters of Intent](#)
 - [Edit a Letter of Intent](#)
 - [Forward a Letter of Intent to the SPO or Submit a Letter of Intent to NSF](#)
 - [View a Letter of Intent in HTML format](#)
 - [View a Letter of Intent in PDF format](#)
 - [View a Program Solicitation for a Letter of Intent](#)
 - [Delete a Letter of Intent](#)
 (Click on any link above to see instructions for that action.)

Letters of Intent | MAIN

Organization: National Science Foundation

Create New LOI from Program Solicitation **Edit/View LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy): From: To:

LOI Title:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L00100001) to [view a HTML version](#) of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00100238	david's test	NSF 04-510	03/07/2005	Submitted	View PDF
L00150791	testing change org submit as PI	NSF 04-510	09/10/2004	Submitted	View PDF
L00150792	testing change org	NSF 04-510	09/22/2004	Saved	Edit Forward Delete View PDF
L00150793	test	NSF 04-510	09/22/2004	Submitted	View PDF
L00150794	Alphaman forward 11/14	NSF 04-510	09/22/2004	Forwarded	Edit Delete View PDF
L00150795	Test LOI for DIS10629	NSF 04-510	11/04/2004	Submitted	View PDF
L00150796	NSF 04-510 verification	NSF 04-510	11/05/2004	Saved	Edit Submit Delete View PDF

Figure 4 Letters of Intent screen on the Edit/View LOI tab.

See also:

- [Search for Saved and Submitted Letters of Intent](#)
- [View Saved and Submitted Letters of Intent](#)

Access Saved or Submitted Letters of Intent as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Letters of Intent link is circled.

2. Click **Letters of Intent** (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2). You have these options on this screen:
 - [Search for Letters of Intent](#)
 - [Edit a Letter of Intent](#)
 - [Submit a Letter of Intent to NSF](#)
 - [Return a Letter of Intent to the PI](#)
 - [View a Letter of Intent in HTML format](#)
 - [View a Letter of Intent in PDF format](#)
 - [View a Program Solicitation for a Letter of Intent](#)
 - [Delete a Letter of Intent](#)(Click on any link above to see instructions for that action.)

Letters of Intent | [MAIN](#) | [Edit/View LOI](#) Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) | [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy):
 LOI Title: From: To:
 LOI Status: Project PI Last Name:

LOI Work in Progress

Click on the LOI ID (e.g. L00010001) to **view a HTML version** of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (**opens a new browser window**). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7 1

LOI ID	LOI Title	Project PI	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00100230	david's test	test, test	NSF 04-010	03/07/2005	Submitted	View PDF
L00150753	testing change org submit as PI	tester, jeanne	NSF 04-570	09/10/2004	Submitted	View PDF
L00150752	testing change org	tester, jeanne	NSF 04-607	09/22/2004	Saved	Edit Submit Delete View PDF
L00150757	test	test, test	NSF 04-607	09/22/2004	Submitted	View PDF

Figure 2 Letters of Intent screen on the Edit/View LOI tab.

See also:

- Search for Saved and Submitted Letters of Intent
- View Saved and Submitted Letters of Intent

pd_letters_of_intent

Search for Saved and Submitted Letters of Intent

Search for Saved and Submitted Letters of Intent

Search for saved and submitted Letters of Intent by role:

- As a PI
- As an SPO

Search for Letters of Intent as a PI

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as PI](#)).

The screenshot shows the 'Letters of Intent' interface with the 'Edit/View LOI' tab selected. The 'Search for LOIs by any of the following:' section contains input fields for 'LOI ID:', 'LOI Title:', and 'LOI Status:' (set to 'Forwarded to SPO'). There are also date range inputs for 'LOI Due Date by range (mm/dd/yyyy)' with 'From:' and 'To:' fields. A red circle highlights the 'Search' button, and a 'View All' button is also visible.

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Search button is circled.

2. In the **Search for LOIs** section (Figure 1), you can search for Letters of Intent by any one or a combination of the following:
 - **Letter of Intent ID**
In the **LOI ID** box (Figure 1), type the Letter of Intent ID.
 - **Letter of Intent Title**
In the **LOI Title** box (Figure 1), type the Letter of Intent title.
 - **LOI Status**
Select the status you want to search for from the drop-down list (Figure 1).
 - **Letter of Intent Due Date Range**
In the **From** box (Figure 1), type the start date for the date range.
In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with the results of your search in the **LOI Work in Progress** section.

The screenshot shows the 'Letters of Intent' interface with search results displayed in the 'LOI Work in Progress' section. Below the search filters, there is a table with the following data:

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI150753	Alphaman forward 11/16	NSF 04-507	09/22/2004	Forwarded	Edit Delete View PDF

Below the table, it says '1 Letter of Intent found.' and provides instructions on how to view a HTML version of the LOI or a Program Solicitation.

Figure 2 Letters of Intent screen on the Edit/View LOI tab with the search results in the LOI Work in Progress section.

See also View Saved and Submitted Letters of Intent.

Search for Letters of Intent as an SPO

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as SPO](#)).

Letters of Intent | MAIN ▶ Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title: Project PI Last Name:

LOI Status: Forwarded to SPO

Search View All

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Search button is circled.

2. In the **Search for LOIs** section (Figure 1), you can search for Letters of Intent by any one or a combination of the following:
 - **Letter of Intent ID**
In the **LOI ID** box (Figure 1), type the Letter of Intent ID.
 - **Letter of Intent Title**
In the **LOI Title** box (Figure 1), type the Letter of Intent title.
 - **LOI Status**
Select the status you want to search for from the drop-down list (Figure 1).
 - **Letter of Intent Due Date Range**
In the **From** box (Figure 1), type the start date for the date range.
In the **To** box (Figure 1), type the end date for the date range.
 - **Project PI Last Name**
In the **Project PI Last Name** box (Figure 1), type the last name of the PI who forwarded the Letter of Intent.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with the results of your search in the **LOI Work in Progress** section.

Letters of Intent | MAIN ▶ Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title: Project PI Last Name:

LOI Status: Forwarded to SPO

Search View All

LOI Work in Progress

Click on the LOI ID (e.g. L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

1 Letter of Intent found.

LOI ID	LOI Title	Project PI	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00150759	Alphaman forward 11/16	Alphaman, Alan	NSF 04-607	09/22/2004	Forwarded	Edit Return Submit View PDF

Figure 2 Letters of Intent screen on the Edit/View LOI tab with the search results in the LOI Work in Progress section.

See also View Saved and Submitted Letters of Intent.

View Saved and Submitted Letters of Intent

View Saved and Submitted Letters of Intent

There are three ways to view Letters of Intent:

- View all Letters of Intent
- View a Letter of Intent in HTML format
- View a Letter of Intent in PDF format

See also Search for Saved and Submitted Letters of Intent

View All Letters of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#)).

The screenshot shows the 'Letters of Intent' interface with the 'Edit/View LOI' tab selected. Below the navigation bar is a search section titled 'Search for LOIs by any of the following:'. It contains input fields for 'LOI ID:', 'LOI Title:', and 'LOI Status:' (set to 'None'). To the right, there are 'LOI Due Date by range (mm/dd/yyyy)' fields for 'From:' and 'To:'. A 'Search' button is present, and the 'View All' button is circled in red.

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The View All button is circled.

2. Click the **View All** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with a full listing of all Letters of Intent in the **LOI Work in Progress** section:
 - For the PI, all Letters of Intent created by the PI, including Letters of Intent that have been forwarded to the SPO or submitted to NSF
 - For the SPO, all Letters of Intent created by the SPO's organization

The screenshot shows the 'Letters of Intent' interface with the 'Edit/View LOI' tab selected. Below the search section is the 'LOI Work in Progress' section. It contains a table listing 7 Letters of Intent. The table has columns: LOI ID, LOI Title, Program Solicitation ID, LOI Due Date, LOI Status, and Actions. The 'View All' button is circled in red.

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI00230	david a test	NSF 04-510	03/07/2005	Submitted	View PDF
LOI150753	testing change org submit as PI	NSF 04-520	09/10/2004	Submitted	View PDF
LOI150752	testing change org	NSF 04-607	09/22/2004	Saved	Edit Forward Delete View PDF
LOI150752	test	NSF 04-507	09/22/2004	Submitted	View PDF
LOI150749	Alphaman forward 11/16	NSF 04-607	09/22/2004	Forwarded	Edit Delete View PDF
LOI150749	Test LOI for DIS10625	NSF 05-503	11/04/2004	Submitted	View PDF
LOI150751	NSF 04-579 verification	NSF 04-579	11/05/2004	Saved	Edit Submit Delete View PDF

Figure 2 Letters of Intent screen on the Edit/View tab with a full listing of all Letters of Intent.

See also:

- View a Letter of Intent in HTML Format
- View a Letter of Intent in PDF Format

View a Letter of Intent in HTML Format

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#)).

Letters of Intent | MAIN ▶ Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title: Search View All

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. LOI00001) to view a **HTML** version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

10 Letters of Intent found, displaying 1 to 10

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI00230	David's test	NSF 04-610	03/07/2005	Submitted	View PDF
LOI00260	Type the Project Title.	NSF 04-610	03/07/2005	Submitted	View PDF

Figure 1 Letters of Intent screen on the **Edit/View LOI** tab. The LOI ID number is circled for a Letter of Intent.

2. In the **LOI Work in Progress** section (Figure 1), click the LOI ID number on the row for the Letter of Intent that you want to view in HTML format. The Letter of Intent displays (Figure 2).

See also:

- 49

View a Letter of Intent in PDF Format

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#)).

Letters of Intent | MAIN | Organization: National Science Foundation

Create New LOI from Program Solicitation | **Edit/View LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title: Search View All

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L00100001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-610) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00100390	david's test	NSF 04-610	03/07/2005	Submitted	View PDF
L00100793	testing change.org submit as PI	NSF 04-610	09/10/2004	Submitted	View PDF
L00100792	testing change.org	NSF 04-607	09/22/2004	Saved	Edit Forward Delete View PDF

Figure 1 Letters of Intent screen on the Edit/View tab. The View PDF link is circled for a Letter of Intent.

2. Click **View PDF** on the row for the Letter of Intent whose PDF you want to view (Figure 1). A new screen displays with the Letter of Intent in PDF format.

LETTER OF INTENT (LOI) TO THE NATIONAL SCIENCE FOUNDATION

LOI ID	LOI SUBMITTED DATE	LOI DUE DATE	PROGRAM SOLICITATION ID
L00100390	11/15/04 2:06:09 PM EST	03/07/2005	NSF 04-610

PROGRAM SOLICITATION TITLE:
Research in Disabilities Education (RDE)

FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S)
PRIMARY ORGANIZATION: **Directorate for Education & Human Resources**

PROJECT INFORMATION

PROJECT TITLE:
david's test

SYNOPSIS:
Diatoms are one-celled plants belonging to the plant class Bacillariophyceae of the phylum Bacillariophyta. Individual diatoms range from a few micrometers to a few millimeters. Diatoms are found throughout the world in aquatic, semi-aquatic, and moist habitats, and their growth is responsible for about 25% of the world's primary food production of organic carbon. A feature that is distinctive to diatoms is their cell wall (i.e. frustules). The silica frustules are intricately designed, including pores at nanometer level. Frustules provide protection for the single-cell against mechanical attacks, transport various chemical agents while stopping the viruses to enter the diatom protoplasm. Although the diatoms play a large role in our ecosystem, profound knowledge about some of their crucial characteristics is still missing. Recently, their unique features attracted attention of the scientists from various fields. In this proposal we aim to investigate the

Figure 2 Screen with the Letter of Intent in PDF format.

3. Click the browser back button to return to the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1).

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen (Figure 3).

Letters of Intent | MAIN ▶ Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: [Search](#) [View All](#)

LOI Title:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. LOI200001) to **view a HTML version** of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (**opens a new browser window**). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI100100	David's test	NSF 04-510	03/07/2005	Submitted	View PDF
LOI150753	testing change-arg submit as PI	NSF 04-570	09/10/2004	Submitted	View PDF
LOI150752	testing change-arg	NSF 04-607	09/22/2004	Saved	Edit Forward Delete View PDF
LOI150757	test	NSF 04-607	09/22/2004	Submitted	View PDF
LOI150759	Alphaman forward 11/16	NSF 04-607	09/22/2004	Forwarded	Edit Delete View PDF
LOI150744	Test LOI for DIS10625	NSF 04-503	11/04/2004	Submitted	View PDF
LOI150751	NSF 04-579 verification	NSF 04-579	11/05/2004	Saved	Edit Submit Delete View PDF

Download [Adobe Acrobat Reader](#) for viewing PDF files.

Figure 3 Letters of Intent screen on the Edit/View LOI tab. The Adobe Acrobat Reader link is circled.

See also:

- View All Letters of Intent
- View a Letter of Intent in HTML Format

View the Program Solicitation for a Letter of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#)).

Letters of Intent | MAIN | Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title: Search View All

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00100100	David's test	NSF 04-510	03/07/2005	Submitted	View PDF
L00150753	testing change: org submit as PI	NSF 04-510	09/10/2004	Submitted	View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Program Solicitation ID is circled for a Letter of Intent.

2. In the **LOI in Progress** section, click the Program Solicitation ID in the row for the Letter of Intent that you want to view the program solicitation for (Figure 1). The link for the solicitation displays in a new window (Figure 2).

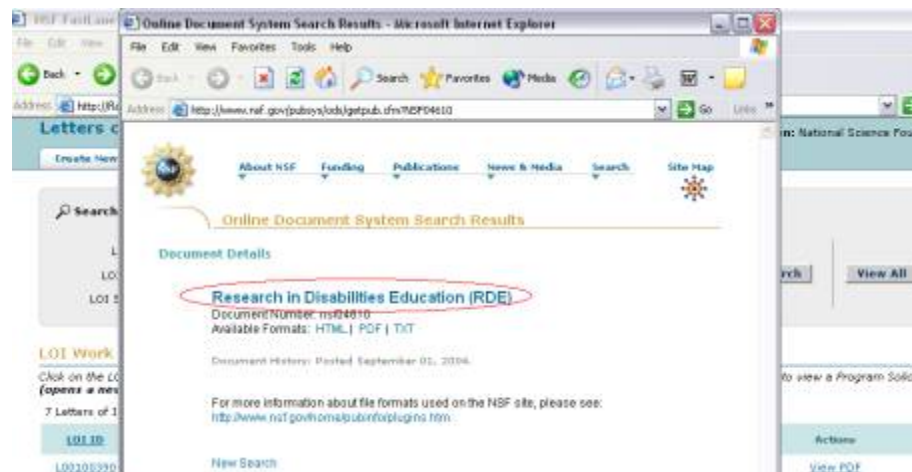


Figure 2 Program Solicitation link (circled) in a new window

3. In the new window, click the title of the solicitation (Figure 2). The solicitation displays in PDF format (Figure 3). (You can also click the link for the HTML or the text version to view the solicitation in either of those formats.)

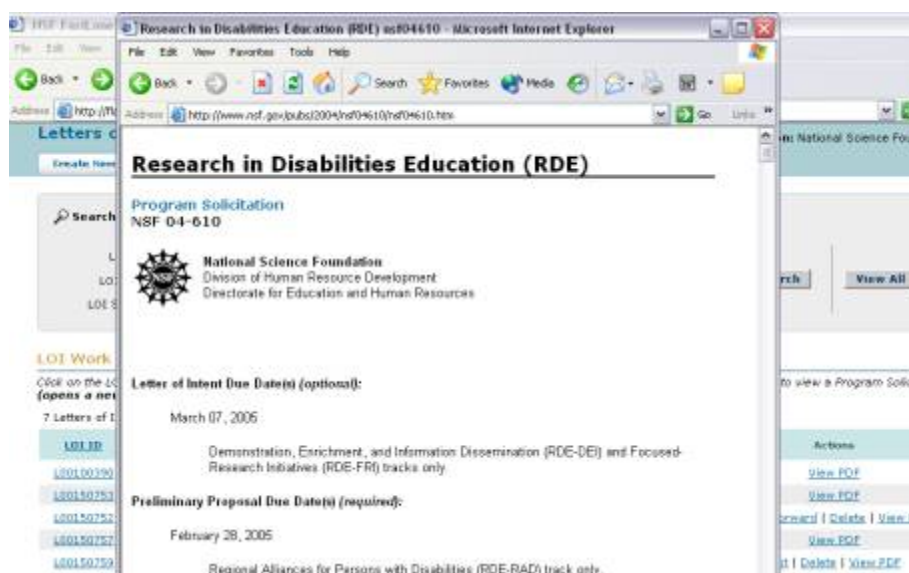


Figure 3 Text of the solicitation in the new window.

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen (Figure 4).

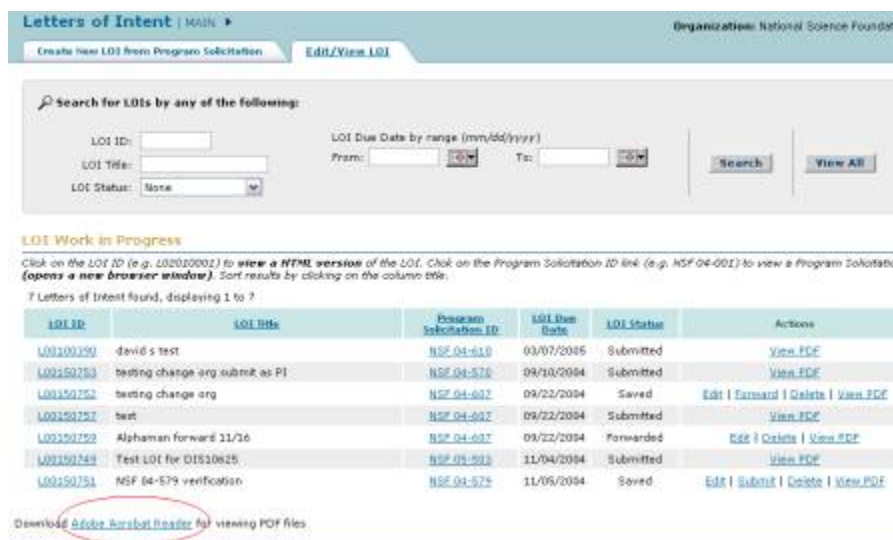


Figure 4 Letters of Intent screen on the Edit/View LOI tab. The Adobe Acrobat Reader link is circled.

See also:

- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Submit a Letter of Intent to NSF
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

Edit a Saved Letter of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#)).

Letters of Intent | MAIN ▶ Organization: National Science Foundation

Create New LOI from Program Solicitation | **Edit/View LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search View All

LOI Title:

LOI Status: None ▼

LOI Work in Progress

Click on the LOI ID (e.g. LOI00001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Letters of Intent found, displaying 1 to 9

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI001290	devid a test	NSF 04-610	03/07/2005	Submitted	View PDF
LOI002990	Type the Project Title.	NSF 04-610	03/07/2005	Submitted	View PDF
LOI00753	testing change org submit as PI	NSF 04-570	09/10/2004	Submitted	View PDF
LOI00751	testing change org	NSF 04-507	09/22/2004	Saved	Edit Forward Delete View PDF
LOI00757	test	NSF 04-507	09/22/2004	Submitted	View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI. The Edit link is circled.

2. Click **Edit** (Figure 1) on the row for the Letter of Intent that you want to edit. The **Edit LOI** screen displays (Figure 2), and you can change any of the fields in the following steps.

Edit LOI

Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/22/2004

Program Solicitation ID: [NSF 04-607](#)

Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: LD0150752

* Project Title: testing change.org

* Synopsis:
(max 2,500 chars) testing change.org

Organizational Attribute: Academic Institutions (colleges, universities) ▼

Write an NSF division, NIH
institute, NASA or DOE for
the primary assignment:
(max 255 chars) testing change.orgWrite an NSF division, NIH
institute, NASA or DOE for
the secondary assignment:
(max 255 chars) testing change.orgWrite the program officer
who has expressed interest
in the project:
(max 255 chars) testing change.org**Point of Contact for NSF Inquiries:**☒ Use this user as point of contact

First Name: Alan

Middle Initial:

Last Name: Alphaman

Telephone Number: 7032921000

Email Address: aalphaman@nsf.gov

Department: Division of Information Systems

☐ Use this (alternate) name as point of contact

* First Name:

Middle Initial:

* Last Name:

* Telephone Number:

* Email Address:

* Department:

Project PI:

* First Name: Jeanne

Middle Initial:

* Last Name: tester

* Organization Name: test.org

Other Senior Project Personnel:

No Personnel found

Personnel Name

Add / Edit Personnel

(Min of 0 required for this LOI, Max of 5)

Participating Organizations:

1 Organization found

Organization Name

test organization

Add / Edit Organizations

(Min of 0 required for this LOI, Max of 5)

Save

Submit

Cancel

Figure 2 Edit LOI screen.

3. In the **Project Information** section, in the **Project Title** box (Figure 2), type the Project Title of the Letter of Intent.
4. In the **Synopsis** box (Figure 2), type or copy and paste a synopsis of the proposed project.
5. From the **Organizational Attribute** drop-down list (Figure 2), choose the organizational attribute (optional).
6. Type messages to any or all of the following (Figure 2):
 - NSF division, NIH Institute, NASA, or DOE for the primary assignment (optional)

- NSF division, NIH Institute, NASA, or DOE for the second assignment (optional)
 - The Program Officer who has expressed interest in the project (optional)
7. In the **Point of Contact for NSF Inquiries** section (Figure 2), click the radio button for either of the following:
 - Use this user as point of contact (individual's information is displayed already)
 - Use (alternate) name as point of contact
 8. *If you use the alternate point of contact:*
 - In the **First Name** box (Figure 2), type the alternate's first name.
 - In the **Middle Initial** box (Figure 2), type the alternate's middle initial (optional).
 - In the **Last Name** box (Figure 2), type the alternate's last name.
 - In the **Telephone Number** box (Figure 2), type the alternate's telephone number.
 - In the **Email Address** box (Figure 2), type the alternate's email address.
 9. In the **Project PI** section (Figure 2), type the following:
 - In the **First Name** box, type the PI's first name.
 - In the **Middle Initial** box, type the PI's middle initial (optional).
 - In the **Last Name** box, type the PI's last name.
 - In the **Organization** box, type the name of your organization.
 10. In the **Other Senior Project Personnel** section (Figure 2), *if you need to change information on Senior Personnel or add or delete Senior Personnel*, click the **Add/Edit Personnel** button. See [Add/Edit Personnel](#) for instructions.
 11. In the **Participating Organizations** section (Figure 2), *if you need to add or delete participating organizations*, click the **Add/Edit Organizations** button. See [Add/Edit Organizations](#) for instructions.

See also:

View the Program Solicitation for a Letter of Intent
Forward a Saved Letter of Intent to the SPO
Submit a Letter of Intent to NSF
Return a Letter of Intent to the PI
Delete a Letter of Intent

Forward a Saved Letter of Intent to the SPO

Only a PI may forward a Letter of Intent to the SPO.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#)).

Letters of Intent | NSIN | Organization: National Science Foundation

Create New LOI from Program Solicitation | **Edit/View LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy): From: To: Search View All

LOI Title: LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Letters of Intent found, displaying 1 to 9

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00100299	David's test	NSF 04-610	03/07/2005	Submitted	View PDF
L00100790	Type the Project Title.	NSF 04-610	03/07/2005	Submitted	View PDF
L00100793	heating change org submit as PI	NSF 04-610	09/10/2004	Submitted	View PDF
L00100792	heating change org	NSF 04-607	09/22/2004	Submitted	View PDF
L00100797	test	NSF 04-607	09/22/2004	Submitted	View PDF
L00100791	Type the Project Title here.	NSF 04-607	09/22/2004	Forwarded	Edit Delete View PDF
L00100793	Project Title	NSF 04-607	09/22/2004	Saved	Edit Forward Delete View PDF
L00100749	Test LOI for DIS10425	NSF 05-503	11/04/2004	Submitted	View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Forward link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Forward** on the row for the Letter of Intent that you want to forward to the SPO. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to forward the Letter of Intent to the SPO.

Confirm LOI
Required fields are preceded by an asterisk (*).

ARE YOU SURE?

Clicking "Forward to SPO" again will forward this LOI to your Sponsored Project Office (SPO).
Click "Cancel" to return to the previous screen.

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: [NSF-04-627](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00150762
 * Project Title: Project Title
 * Synopsis: Type synopsis (max 2,500 chars)
 Organizational Attribute: Academic Institutions (colleges, universities)
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment (max 255 chars)
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment (max 255 chars)
 Write the program officer who has expressed interest in the project (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan	* First Name:
Middle Initial:	* Middle Initial:
Last Name: Alphaman	* Last Name:
Telephone Number: 7032921000	* Telephone Number:
Email Address: aalphan@nsf.gov	* Email Address:
Department: Division of Information Systems	* Department:

Project PI:

* First Name: Alan	* Organization Name: NSF
Middle Initial: A	
* Last Name: Alphaman	

Other Senior Project Personnel:

No Personnel found

Personnel Name

Participating Organizations:

No Organizations found

Organization Name

Figure 2 Confirm LOI screen with the message for you to confirm that you want to forward the Letter of Intent to the SPO. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 2). The **Confirmation LOI Forwarded to SPO** screen displays (Figure 3) with the message that the Letter of Intent has been forwarded to the SPO.



Figure 3 Confirmation LOI Forwarded to SPO screen.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Submit a Letter of Intent to NSF
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

Submit a Letter of Intent to NSF

A PI may submit certain types of Letters of Intent to NSF directly.

An SPO may submit any Letter of Intent.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#)).

Letters of Intent | MAIN | Organization: National Science Foundation

Create New LOI From Program Solicitation | **Edit/View LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy): From: To: Search View All

LOI Title: LOI Status: Project PI Last Name:

LOI Work in Progress

Click on the LOI ID (e.g. LOI2010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Letters of Intent found, displaying 1 to 9

LOI ID	LOI Title	Project PI	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI100380	david a test	test, test	NSF 04-010	03/07/2005	Submitted	View PDF
LOI150760	Type the Project Title.	Alphaman, Jack	NSF 04-010	03/07/2005	Submitted	View PDF
LOI150753	testing change org submit as PI	tester, jeannie	NSF 04-070	09/10/2004	Submitted	View PDF
LOI150752	testing change org	tester, jeannie	NSF 04-007	09/22/2004	Saved	Edit Submit Delete View PDF
LOI150757	test	test, test	NSF 04-007	09/22/2004	Submitted	View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Submit link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Submit** on the row for the Letter of Intent you want to submit. The **Confirm LOI** screen displays (Figure 2) with the message for you to confirm that you want to submit the Letter of Intent.

Confirm LOI
Required fields are preceded by an asterisk (*)

ARE YOU SURE?

Clicking "Submit" again will **submit this LOI to NSF**.
Click "Cancel" to return to the previous screen.

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: [NSF 04-507](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00150752
 * Project Title: testing change org
 * Synopsis: testing change org
 (max 2,500 chars)

Organizational Attribute: Academic Institutions (colleges, universities)
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment: testing change org
 (max 255 chars)
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment: testing change org
 (max 255 chars)
 Write the program officer who has expressed interest in the project: testing change org
 (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan	* First Name:
Middle Initial:	* Middle Initial:
Last Name: Alphaman	* Last Name:
Telephone Number: 7032921000	* Telephone Number:
Email Address: aalphaman@nsf.gov	* Email Address:
Department: Division of Information Systems	* Department:

Project PI:

* First Name: Jeanne	* Organization Name: test org
Middle Initial:	
* Last Name: tester	

Other Senior Project Personnel:

No Personnel found

Personnel Name

Participating Organizations:

1 Organization found

Organization Name
test organization

Figure 2 Confirm LOI screen with a message for you to confirm that you want to submit the Letter of Intent to NSF.

- Click the **Submit** button (Figure 2). The **Confirmation LOI Submitted to NSF** screen displays (Figure 3) with the message that the Letter of Intent has been submitted.



Figure 3 Confirmation LOI Submitted to NSF screen.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

Return a Letter of Intent to the PI

Only an SPO may return a Letter of Intent to the PI.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as an SPO](#)).

Letters of Intent | MULTI | Organization: National Science Foundation

Create New LOI from Program Solicitation | **Edit/View LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search View All

LOI Title: Project PI Last Name:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. 102010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Letters of Intent found, displaying 1 to 9

LOI ID	LOI Title	Project PI	Program Solicitation ID	LOI Due Date	LOI Status	Actions
100100290	devid e test	test, test	NSF 04-010	03/07/2005	Submitted	View PDF
100150760	Type the Project Title.	Alphaman, Jack	NSF 04-010	03/07/2005	Submitted	View PDF
100150753	testing change org submit as PI	tester, Jeanne	NSF 04-010	09/10/2004	Submitted	View PDF
100150752	testing change org	tester, Jeanne	NSF 04-002	09/22/2004	Saved	Edit Submit Delete View PDF
100150757	test	test, test	NSF 04-002	09/22/2004	Submitted	View PDF
100150759	Alphaman forward 11/16	Alphaman, Alan	NSF 04-002	09/22/2004	Forwarded	Edit Return Submit View PDF
100150761	Type the Project Title here,	Alphaman, Alan	NSF 04-002	09/22/2004	Forwarded	Edit Return Submit View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Return link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Return** on the row for the Letter of Intent that you want to return to the PI. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to return the Letter of Intent to the PI.

Confirm LOI
Required Fields are preceded by an asterisk (*)

ARE YOU SURE?

Clicking "Return to PI" again will return this LOI to the PI.
Click "Cancel" to return to the previous screen.

Comments for PI: (max 1,000 chars)

Return to PI

Cancel

Program Solicitation Information:

LOI Due Date: 05/22/2004
 Program Solicitation ID: [NSF 04-007](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00150759
 * Project Title: Alphaman forward 11/16
 * Synopsis: na
 (max 2,500 chars)

Organizational Attribute: Industry
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment
 (max 255 chars) na
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment
 (max 255 chars) na
 Write the program officer who has expressed interest in the project
 (max 255 chars) na

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan Middle Initial: Last Name: Alphaman Telephone Number: 7032921000 Email Address: aalphanan@nsf.gov Department: Division of Information Systems	* First Name: Middle Initial: * Last Name: * Telephone Number: * Email Address: * Department:
---	--

Project PI:

* First Name: Alan Middle Initial: * Last Name: Alphaman	* Organization Name: NSF
--	--------------------------

Other Senior Project Personnel:

No Personnel found

Participating Organizations:

No Organizations found

Figure 2 Confirm LOI screen with the message for you to confirm that you want to return the Letter of Intent to the PI. The Return to PI button is circled.

3. In the **Comments for PI** box (Figure 2), type a note to the PI on why you are returning the Letter of Intent (optional).
4. Click the **Return to PI** button (Figure 2). The **Confirmation LOI Returned to PI** screen displays (Figure 3) with the message that the Letter of Intent has been returned.



Figure 3 Confirmation LOI Returned to PI screen.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Submit a Letter of Intent to NSF
- Delete a Letter of Intent

Delete a Letter of Intent

An SPO may only delete a Letter of Intent that the SPO has created. An SPO cannot delete a Letter of Intent a PI has created.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO](#)).

Letters of Intent | MAIN ▶ Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title: Project PI Last Name:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L02010002) to **view a HTML version** of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-002) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Letters of Intent found, displaying 1 to 9

LOI ID	LOI Title	Project PI	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00100230	David's test	test, test	NSF 04-610	03/07/2005	Submitted	View PDF
L00150760	Type the Project Title.	Alphaman, Jack	NSF 04-610	03/07/2005	Submitted	View PDF
L00150753	testing change org submit as PI	tester, jeanne	NSF 04-570	09/10/2004	Submitted	View PDF
L00150754	testing change org	tester, jeanne	NSF 04-607	09/22/2004	Submitted	View PDF
L00150757	test	test, test	NSF 04-607	09/22/2004	Submitted	View PDF
L00150759	Alphaman forward 11/16	Alphaman, Alan	NSF 04-607	09/22/2004	Saved	Edit Submit Delete View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Delete link is circled.

2. Click **Delete** (Figure 1) on the row for the Letter of Intent that you want to delete. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to delete the Letter of Intent.
3. Click the **Delete** button (Figure 2). The Letter of Intent is deleted, and the **Letters of Intent** screen displays on the **Edit/View LOI** tab.

Letters of Intent MAIN ▸ Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) [Edit/View LOI](#)

Confirm LOI
Required Fields are preceded by an asterisk (*)

ARE YOU SURE?

Clicking "Delete" again will delete this LOI from the "Edit LOI" list.
Click "Cancel" to return to the previous screen.

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: [NSF D4-607](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00180759
 * Project Title: Alphaman forward 11/16
 * Synopsis: na
 (max 2,500 chars)
 Organizational Attribute: Industry
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment: na
 (max 255 chars)
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment: na
 (max 255 chars)
 Write the program officer who has expressed interest in the project: na
 (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan Middle Initial: Last Name: Alphaman Telephone Number: 7032921000 Email Address: aalphaman@nsf.gov Department: Division of Information Systems	* First Name: Middle Initial: * Last Name: * Telephone Number: * Email Address: * Department:
---	--

Project PI:

* First Name: Alan Middle Initial: * Last Name: Alphaman	* Organization Name: NSF
--	--------------------------

Other Senior Project Personnel:

No Personnel found

Personal Name

Participating Organizations:

No Organizations found

Organization Name

Figure 2 Confirm LOI screen with a message for you to confirm that you want to delete the Letter of Intent. The Delete button is circled.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Submit a Letter of Intent to NSF
- Return a Letter of Intent to the PI

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